



## MONTAGUE PLANNING AND CONSERVATION

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### Montague Conservation Commission

#### NOTICE OF INTENT CHECKLIST

Below is a summary **checklist** of the requirements for completing a Notice of Intent in Montague. Form 3 and its attachments are the required application for a wetlands permit (called and Order of Conditions) under the Massachusetts Wetlands Protection Act. Note: Montague does not have a local wetlands bylaw.

Full directions for filing a Notice of Intent are on the Department of Environmental Protection website at [www.mass.gov/dep/water/approvals/wpa3inst.doc](http://www.mass.gov/dep/water/approvals/wpa3inst.doc)

- **2 copies of Form 3 Notice of Intent** – hard copy and digital form
- **2 copies of Plans 1" = 40' max.** – hard copy and digital form. Plans may require signing and stamping by an engineer.
- **USGS Quad Locus Map (8 1/2 x 11)** showing the general location of the property.
- **Correct Application Fee** check made out to The Town of Montague.
- **Copy of check sent to the State** for their portion of the fee. See fee transmittal form.
- **Certified Abutters List** (within 100 feet of property boundary) please allow 7-10 days for internal request to generate the list. The Conservation Agent will assign date & time for the hearing and will notify applicant.
- **Copy of certified Abutters List**
- **Stormwater Checklist**, if necessary.
- **Proof of mailing** NOI and plans to DEP and Natural Heritage, if necessary.

#### Advertising Fee

- The Conservation Commission will place the legal ad with The Greenfield Recorder. The Greenfield Recorder will bill the applicant directly. At that time the applicant will be asked to submit a check directly to The Greenfield Recorder for the appropriate amount.

**Signature**

- The application must be signed by the property owner (or the owner's representative)

**Copy to DEP**

- The applicant is required to send via certified mail one complete copy of the application to the Department of Environmental Protection (DEP – Western Regional Office, State House West – 4<sup>th</sup> Floor, 436 Dwight Street, Springfield, MA 01103). Proof of mailing.

Updated 5/8/2013